

Technical Branch
Inspectional Group
Code Enforcement Series

ENVIRONMENTAL ENFORCEMENT INSPECTOR*

01/94

Summary

Under general supervision, on assigned shift, enforces the City's environmental ordinances; performs related duties as required.

Typical Duties

Patrols for violations of ordinances governing water waste, litter, trash and weeds, junked vehicles, sidewalk requirements and political signs; investigates complaints and inquiries concerning violations; issues warnings and citations to violators of ordinances; reviews complaints of concerned citizens and determines action to be taken; investigates property concerned and general area for indications and evidence of violations; confers with neighboring residents adjacent to reported address for verification of complaint(s); meets with alleged violators to discuss preventive courses of action and requirements for compliance with the ordinances.

Submits violation to appropriate court; testifies in court and presents evidence.

Maintains daily log of activities; maintains records and prepares reports; advises citizens or businesses by mail of violation and course of action when necessary; in conjunction with the Legal Department, prepares documentation for legal action against ordinance violators.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and two years of code enforcement or field investigation experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of the City's environmental ordinances; good knowledge of the geography of the City.

Ability to deal with the public courteously and impartially; ability to enforce ordinances firmly and impartially; ability to establish and maintain effective working relationships with fellow employees and the general public; ability to testify in court and present evidence; ability to express oneself clearly and concisely both orally and in writing; ability to follow oral and written instructions; ability to maintain records and prepare reports.

Skill in the operation of a motor vehicle.

Special Requirements: Must be willing to work rotating shifts and week-ends.

Physical Requirements: Mobility within an office and field environment; exposure to all weather conditions; operation of a motor vehicle through City traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Authorizations: Environmental Enforcement Inspectors are authorized to issue Class "C" citation notices for violations of applicable Environmental City ordinances.

Director of Personnel

Department Head